


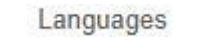
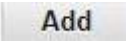



## Manage Languages

### Description

**Task:** Add or update languages you speak.

**Who Performs This Task?:** All employees.

To add or update the languages you speak...

1. From the **Home** page, click the **Personal Information** worklet.
2. Click the **About Me** [About Me](#) hyperlink.
3. Click the **Performance**  tab.
4. Click the **Languages**  sub-tab.
5. Click the **Add**  button.
6. Type or use the prompt to enter the Language.
7. Use the drop down  next to the **Ability** field to select the ability.
8. Use the dropdown  next to the **Proficiency** field to select the proficiency.
9. Click the **Submit**  button.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit
- Click **Cancel** to cancel the process and start at another time



**Information:** Your change may need to be approved by your Agency HR staff before it is displayed in your worker profile.

10. Click the **Done**  button.
11. The System Task is complete.